

# DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

## POSITION DUTY STATEMENT

Name:	Division: Administration, Business Services Section
Classification: SEASONAL CLERK	Working Title: Same
Position Number: 798-435-1120-900	Collective Bargaining Unit/ID: 4
Effective Date:	Conflict of Interest Category: N/A

***Providing good customer service is a critical component of the mission of the Division of Administration. It is therefore essential that all Division of Administration employees provide a friendly "can do" attitude and demonstrate a commitment to provide exceptional service to its customers. Additionally, good attendance is an essential function of the job.***

- 1) Supervision Received: Under the general direction of the Staff Services Manager I
- 2) Supervision Exercised: None
- 3) Physical Demands: Must be able to lift items weighing 40+ lbs. Required to sit for extended periods of time to operate a computer terminal: required to stand for prolonged periods to photocopy, file, and FAX: must be able to sit, stand, and walk for prolonged periods: required to bend/stoop at waist to file below waist level: required to push or pull cart: required to grasp/handle paper, small objects, and manuals: required to walk up or down stairs: required to push buttons on keyboard, calculator, and telephone: required to reach to file above shoulder level: required to visually inspect.

### ESSENTIAL FUNCTIONS

%	Job Description
50%	Acts as receptionist in receiving, screening and referring callers and visitors to appropriate BSS staff; takes telephone messages and responds to callers/visitors, as appropriate. Pulls stock to fill requests for supplies from departmental staff and delivers orders to work stations and various copiers/printers within the office. Keeps records of goods received and shipped. Packages goods for return shipment when required. Keeps supply room neat and orderly by emptying boxes, stocking shelves and grouping inventory. Takes physical inventories of supplies; creates and updates a master list of inventory. Uses a tickler file to track and keep record of quantities on hand, the usage of stocked items and notifies the procurement analysts when stock needs replenishing. Works closely with program staff to identify and track supplies for special project needs. Creates and updates spreadsheet to track paper usage and toner cartridges for printers and copiers. Maintains adequate working supply of copy paper, and toner for printers and copiers. Maintain

### SIGNATURES

I have read and discussed these duties with my supervisor:   <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Employee's Signature</span> <span>Date</span> </div> Position classification approved:   <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Personnel Analyst</span> <span>Date</span> </div>	I certify that the above accurately represents the duties of the position:   <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Supervisor's Signature</span> <span>Date</span> </div>
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	computer record of certified, registered and express mail received and mailed. Answer general information telephone calls regarding mail, postage.
15%	Tag, stock receive, record purchase order numbers on items such as, but not limited to: CPU's, Monitors, Printers, Laptops, Fax Machines, Copiers, sensitive items and other items to be determined. Check equipment against stock received and delivery documents. Determine and dispose of surplus property; prepare survey reports and transfer of location documents as needed; arrange for pick-up or delivery of surplus equipment. Serve as liaison with the Department of General Services, Property Reutilization. Reconcile with accounting records.
15%	Operate high speed and digital print equipment necessary to provide reprographic services to ADP, which includes processing photocopy requests received from various sections of the department. Arranging work priorities: feeding copy material into BizHub 1050 and BizHub C5500, monitoring machine operation to produce various requested products, adding toner: dry ink: fuser agent: waste container: staple wire: and binding tape, perform minor repairs and service requests, and keep copier work area neat and clean. Must be knowledgeable of BizHub capabilities and limitations. Must have knowledge of paper stock requirements for proper use of copier.
5%	Assist with meeting coordination and preparation of the conference rooms located throughout the Department. This may entail moving tables and chairs, set up of the podium, easels, microphones, video equipment, projectors, computers, etc.
5%	Performs the departmental mail run two times per day including pick-up and delivery.
5%	Responsible for taking photos of employees for the purpose of the Department's photo identification badges as well as maintenance of the inventory/data base of all employee identification badges.

NON-ESSENTIAL FUNCTIONS	
%	Job Description
5%	Respond to service requests of walk-in customers. As necessary, will perform other business Services duties to cover the workload.

Thursday, August 30, 2012